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Deputy Director (Administration)

SUBJECT: Weekly Report for the Week Ending 21 May 1954

~~2. General~~

25X1A1d

[redacted]

2. Projects and Studies

a. Requirements Forecasts, FY-55 and FY-56 - (continued item)

Material requirements forecasts, due in the Logistics Office 15 April, still have not been received from EP, SE, SR and WH Divisions.

3. Administration

a. Classification Survey - (continued item)

Fifty percent (50%) of the time allotted for Phase III of the Classification survey has expired. It now appears that the survey team will experience considerable difficulty in completing the survey on schedule. In this connection, commencing 24 May, two (2) additional survey team members are being assigned to this project by the Office of Personnel.

4. Transportation Division

a. Shipping Documents - (new and completed item)

A new procedure has been installed whereby Agency shipping documents will be prepared on the basis of advance information of firm cargo bookings,

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rather than on the basis of sailing information received after the departure of the vessel. This procedure will further expedite forwarding of advance notification of shipments to consignees.

5. Supply Division

25X1A

[redacted]

6. Procurement Division

a. Contract Documents - (continued item)

25X1A5a1

[redacted]

7. Real Estate and Construction Division

a. Move of DCI to South Building - (continued item)

Job orders covering all phases of the DCI move have been delivered to the General Services Administration.

JAMES A. GARRISON
Chief of Logistics

LO/TR&P/GAS:ae (21 May 1954)

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